

# Equal Employment Opportunity Program



# EEO Mission

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- To positively impact on hires, promotions and retention of women and minorities and other protected groups.

# Legal Mandates

- Title VII of the Civil Rights Act 1964, as amended, prohibits employment discrimination based on race, color, religion, sex or national origin. Retaliation is also prohibited.
- Age Discrimination in Employment Act.
- Section 501 of the Rehabilitation Act.

# EEO Office Resources

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## EEO Staff:

- EEO/Diversity Manager - Nicole Mason (Silver Spring)
- EEO Specialist - Georgia Madrid (Boulder,CO)
- Computer Assistant - Becky Rios (Boulder,CO)

# Collateral Duty Resources

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- Laboratory EEO Liaisons/Managers
- Laboratory EEO Advisory Committee  
Representatives/Laboratory Diversity  
Representatives

# Collateral Laboratory EEO Managers

Serve as a liaison (communication and point of contact) on EEO Matters.

- Focus administrative work away from scientists.
- Represent the EEO office in the laboratory.
- Present the management concerns of an issue.
- Provide quarterly reports on laboratory activities.

# Collateral Laboratory EEO Advisory Committee

- Focus on issues of hires, promotions & retention.
- Serve as eyes and ears for EEO related problems.
- Informal advice to EEO Manager.
- Formal advice to management.

# Major EEO Functions

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A. Consultation

B. Monitoring

C. Recruitment

D. Reports



# A - Consultation

- OAR Employees and Collaborators -
  - Employee Discrimination Complaint Issues (ADR)
  - Employee non-Discrimination Complaint Issues
  - Performance Appraisals
  - Application Review
- Applicants/Community
  - How to Obtain Federal Employment
  - Complaint Procedures

# A - Consultation

September 1, 2006 to March 2007

The EEO Office was contacted with sixteen allegations of discrimination.



# A - Consultation

## Formal Discrimination Complaints Filed in NOAA - FY 06

Total Complaints Filed in NOAA	36
Bases and Counts*	
Sex	9
Age	12
Race/Color	18
Religion	0
Handicap 1	6
Handicap 2	6
National Origin	3
Reprisal	6
Total Complaints Filed in OAR	1 2.77%

\*Note: Any single complaint may involve more than one basis or more than one issue.  
Source: NOAA Office of Civil Rights - May 2007

# *B* - Monitoring

- Monitor hires, promotions, and retention
- Monitor discrimination complaint activity
- Review vacancy selections
- Conduct Time-in-Grade studies – every 5 yrs
- Prepare a Grade point Analysis report
- Prepare a Laboratory EEO Evaluations report

# C - Recruitment

## Short-Term

- Laboratory Student Assistance (Minority, Women and People with Disabilities)
- College and Minority Conferences
- Outreach Efforts by Laboratories

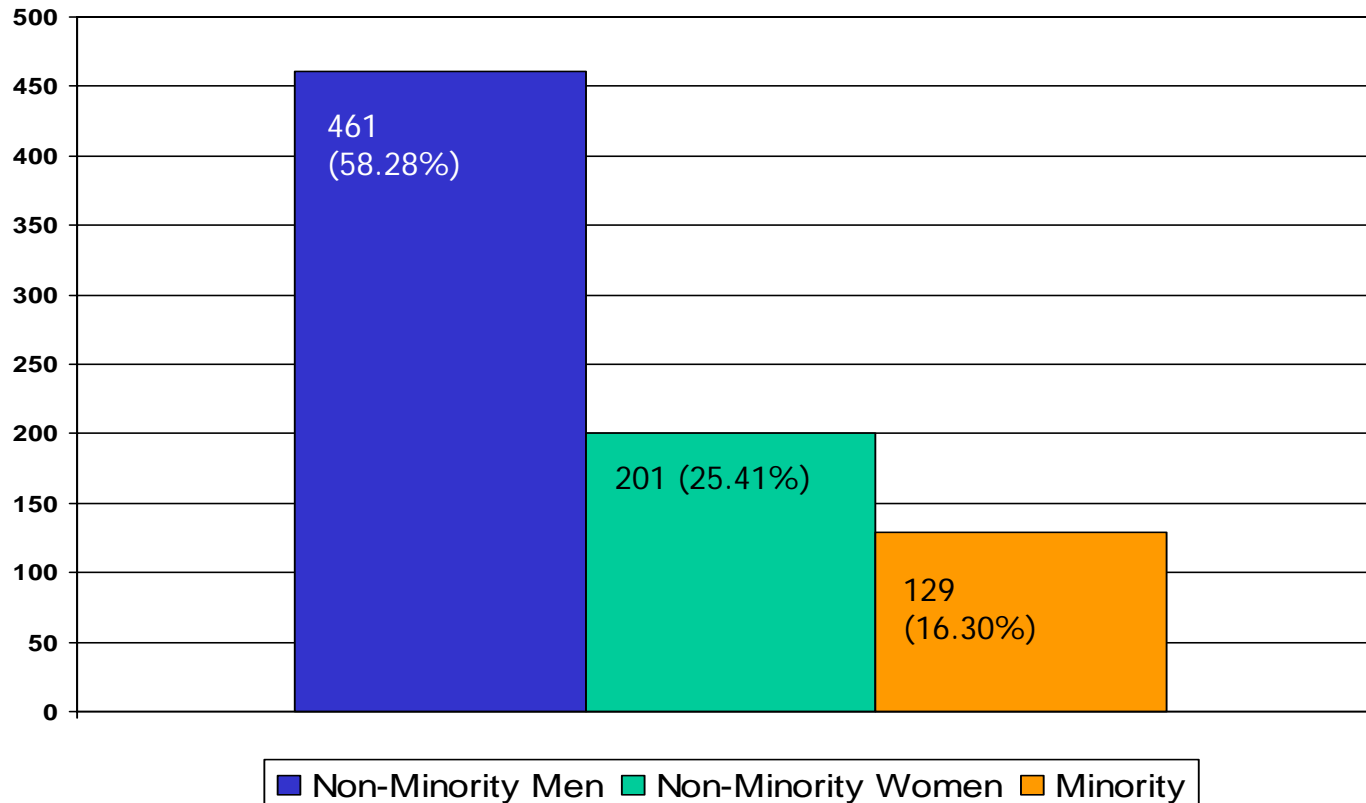
# C - Recruitment

## Long-Term -

- National
  - American Indian Science & Engineering Society (AISES)
  - AMS Board on Women & Minorities
  - Society for the Advancement of Chicanos & Native Americans (SACNAS)
  - Blacks in Government (BIG)
- Regional
  - Special Emphasis Programs - HEP, AIPC, BEP, FWP
  - Mathematics Engineering Science Achievement (MESA)
  - Minority Serving Institutions (MSIs)
- Local
  - High School High Tech (People with Disabilities)
  - MAST (Maritime & Science Technology) Academy – Weather on Wheels
  - BVSD-Minority Youth Leadership Conferences

# C - Recruiting

**OAR - Total Permanent Workforce by Race/Ethnicity**  
4th Q 07 = 791 employees



\*Minority representation include:

32 Hispanic;  
45 Black;  
43 Asian  
9 American Indian

# D - Reports

- Management Directive (MD) – 715
  - Federal Agency Annual EEO Program Status Report
- One Time Statistical Reports
- FEORP (Federal Equal Opportunity Recruitment Program)
- Miscellaneous



# EEO Office Impact

- Resource for employees and applicants
- Provide indicators to management
- Cost savings through consultation
- Cost savings through student programs
- Community outreach recruitment
- Use of collateral duty volunteers
- Keep NOAA Research in compliance

# Contact Information

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EEO Office Website:

[http://eeo.boulder.noaa.gov](http://<u>eeo.boulder.noaa.gov</u>)

